Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

JUMP

MontCAS
MONTANA COMPREHENSIVE ASSESSMENT SYSTEM

February 2013 Newsletter

Welcome to *JUMP*, the OPI online assessment newsletter. *JUMP* is published several times during the year to announce important assessment and data events. It provides up-to-date information necessary for the administration of statewide assessments and the accompanying data collections.

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2012-2013 Statewide Assessment Schedule	
February 19 – March 26, 2013	CRT-Alternate, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science. The first week of this window is intended for training and the preparation of materials.
March 4 – March 26, 2013	CRT, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science
April 23 – May 7, 2013	ACT Plus Writing for Public School Students in Grade 11 April 23: Initial Test Day May 7: Makeup Test Day April 23 – May 7: Accommodated Testing Window

2013-2014 **Tentative** Statewide Assessment Schedule	
December 4, 2013 – January 30, 2014	ELP Assessment Window
January 15-17, 2014	State Assessment/Data Conference, Helena, MT
February 17 – March 25, 2014	CRT-Alternate, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science The first week of this window is intended for training and the preparation of materials.
March 3 -25, 2014	CRT, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science
April 22-May 6, 2014	ACT Plus Writing for Public School Students in Grade 11 **Wednesday, April 22, 2014:** Initial test day (**NOTE**: It moves from a Tuesday to a Wednesday in 2014) **May 6, 2014**: Makeup test day **April 22-May 6, 2014**: Accommodated testing window

Test Coordinator Information

If your system has a new System Test Coordinator, please contact Ashley Makowski, (406)444-3511. Please provide the Test Coordinator's name, email address, phone number, shipping address, and mailing address.

CRT&ALT

Criterion Referenced Test and Criterion References Test - Reminders

Reminders
- o Please print the checklist from the November JUMP and consult it regularly.
- o **Accommodations**: **All** accommodations used during the administration of the CRT need to be recorded in the grids on page 2 of the answer booklet. This includes those that were requested and approved using the online program.
- o Please have a system for checking in and out testing materials. To prevent mixed up test and answer booklets, direct students to place their test booklets in their answer booklets before they are collected.
- o Problem items: In some cases, a student will suggest to the teacher that there is a problem with an item/ question. If that happens, please use the following process:
  - ▪ Stay calm and quiet; do not examine the item or try to solve or explain it. And please, do not discuss it with other teachers.
  - ▪ Record the grade, content, session, item number, and form number.
  - ▪ Tell the student to do her/his best to answer the question. Assure the student if there is a problem with the item, it will not be used in the final score.
  - ▪ Call OPI immediately with the information. OPI and Measured Progress will research the item and advise you of the results.
  - ▪ If there is a problem with the item, it will not be used in the results for any students. OPI will inform the rest of the schools.
  - ▪ Please remember that all the items on the CRT have been closely examined by Montana educator panels, and it is rare that an item is incorrect.

Three New Documents Are Online -- Located on the Enroll tab (see online documents below)
- o Memo regarding non-participation of enrolled students
- o Template to log the information before entering it in the online system
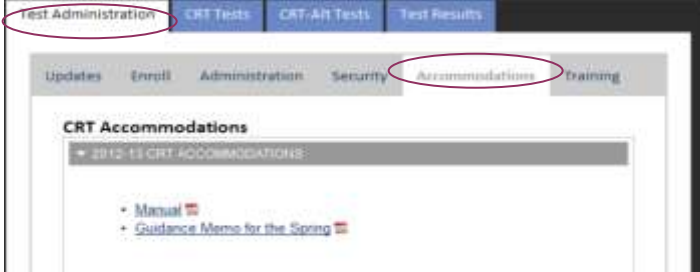- o "Students Who Move" memo

CRT 2013 Test Administration Manual Correction:
- o On page 9, the last sentence in the "Scheduling Test Sessions" section, paragraph 1 should have the date **March 26, 2013** not **March 23, 2013**. Thank you to System Test Coordinators for contacting OPI.

Frequently Asked Question
- **Who administers the CRT and CRT-Alternate?**
  - Licensed educators
  - Para professionals may assist if they are under the direct supervision of the teacher/licensed educator
    - Direct supervision means in the same room within sight and hearing.
- **What about students who move during the testing window?**
  - No materials should be sent from school to school. Detailed instructions on how to handle students who move during the testing window are included in the Students Who Move memo. The memo can be found on the Enroll tab (see online documents below).
- **If a student is absent, for example, on Monday and misses session 1 of the Reading test but returns to school on Tuesday and the class is ready to take session 2, can the student start session 2 with the class?**
  - Yes. The student should continue with the rest of the class, and a makeup time should be scheduled for the session the student missed.

CRT and CRT-Alternate: Online Documents

Online Documents	Location:
• Non-Participation Memo • Non-Participation Log • Students Who Move Memo	
• CRT Test Coordinators Manual • CRT Test Administration Manual • CRT-Alt Test Administration Manual	
• OPI Test Security Manual • Printable Testing Irregularity Report • Quality assurance check • Information memos for test security agreements for principals and system test coordinators • Test security information memo for teachers	
• OPI Accommodations Manual • OPI Accommodations Guidance	

CRT and CRT-Alternate: Online Trainings and Resources

- CRT Test Administration Training
- CRT What's New and Review
- CRT-Alt Test Administration Training
- CRT-Alt Individualizing Materials

CRT and CRT-Alternate: Accessing Online Programs

- The MontCAS online program system is for the use of test coordinators only. The forms that are available on the new MontCAS system are accommodation requests, testing irregularities, and non-participation.
- In order to use the online programs, you must be granted access to the site. A list of test coordinators has been sent to the site developers, and usernames have been assigned.
- If you are already a user with access to other OPI applications (MAEFAIRS, Transportation, Traffic Ed, etc.) the same user name is used for the MontCAS system as well.
- The MontCAS secure collaboration site has details on setting up and changing passwords and use of each form.
- Questions about the collaboration site and online programs can be directed to: Ashley Makowski, 406-444-3511 or amakowski@mt.gov

JUMP Smarter

Large Scale Pilot

Scientific Sample Update

We will continue to recruit schools for the scientific sample until February 28, 2013. Until then, Yvonne Field will contact schools regarding participation.

Volunteer Pilot Update

- o The deadline for schools to volunteer to participate is **March 27,2013**. Montana currently has 176 schools/classrooms registered to participate.
- o Registration link: https://www.surveymonkey.com/s/SmarterBalancedPilot
- o The testing window for volunteer pilot schools begins in early April. Once the scientific sample recruitment closes on February 28, 2013, volunteer schools will be contacted by Smarter Balanced.

Large Scale Pilot Informational Webinar

This recorded webinar provides information about the Smarter Balanced pilot tests that will be implemeneted across the SBAC. Watch 2013 Large-scale Pilot Test Now

State Network of Educators (SNE)

Selection for the SNE is still in process. Those who have registered to participate will receive communications when the selection is complete. March 30, 2013 is the tentative notification date. Thanks to all the registrants. We look forward to working with you on this project.

Are you looking for an easy way to determine the bandwidth available in your school for implementing the SBAC assessments in 2014-15?
The SBAC Bandwidth Check allows users to go to the bandwidth checker, choose a test (mathematics or English language arts), and then enter the number of students who will be testing at one time. It can be run using modern versions of Mozilla Firefox on computers with Windows, OS X, or Linux operating systems; Safari on tablets using the iOS operating system; and Chrome on tablets using the Android operating system. **The bandwidth checker cannot be accessed using Internet Explorer.**

Link: **[Smarter Balanced Assessment Bandwidth Check Instructions](#)**

Tech Readiness Tool
The Technology Readiness Tool (TRT) gives Montana schools a convenient way to capture and report on indicators of technology readiness for the Smarter Balanced Assessments. This open source tool will help the Montana Office of Public Instruction (OPI) work with schools and districts to ensure readiness when the online assessments are launched in 2014-15.The Technology Readiness Tool documents current capacity and compares that to the technology that will be needed to administer the new online assessments in four areas:

1. Computers and other devices
2. Ratio of devices to test-takers
3. Network and infrastructure
4. Personnel (staffing and training)

Why is the the Tech Tool Important?
We would like to share with you some of the reasons why it is very important, and beneficial, for your district to add, and update, your data in the Technology Readiness Tool.

- Using the tool will help you to be better prepared when the assessments become available or if your district or school is piloting the assessments.
- Data from the tool can be used to inform budget conversations with your administration and board of trustees.
- You have immediate access to the reports related to your district's readiness.
- Using the tool will help you know if you comply with the testing specifications and if you don't, it will give you a benchmark to work toward.
- Using the tool will give you an accurate inventory of your computer devices, including the specifications of each. If you already have inventory information, it can easily be uploaded into the tool.
- Data from the tool can be incorporated into your technology planning documents.
- This is your opportunity to inform decisions that are being made at the state and national level that will directly impact your district's operations.

Technology Readiness Questions and More Information
- Visit http://opi.mt.gov/groups/trt/
- Colet Bartow, OPI Technology Coordinator/Library Media Specialist 406-444-3583 or cbartow@mt.gov

Tentative 2013-2014 ACCESS for ELLs testing window: December 4, 2013 – January 29, 2014

ELP survey: Look for a survey monkey coming by email to you. The purpose of the survey is to gather data on the trainings that have been offered by OPI, the training experience on the WiDA website, and the testing process in general. Your input will be greatly appreciated! Please share the link with school test coordinators and test administrators.

ACCESS for ELLs Data Update

Districts can expect to receive reports and will be able to access data on MetriTech's secure site from the 2012-13 adminsitration of the ACCESS for ELLs in early April. Districts need to review student scores to make participation and exit decisions. **NEW:** The deadline to update AIM with changes in LEP status for 2013-14 is **June 30, 2013.**

Paper Reports	Electronic Data
District Frequency Distribution Teacher Report Parent/Guardian Report	Electronic data are available to districts to download free from MetriTech's secure web server in Excel, TAB delimited, and ASCII Text formats. MetriTech will provide a unique user name and password to each district.

ACT State Checklist of Dates

- Please keep the orange ACT State Testing Checklist of Dates for 2012-13 handy and consult it regularly.
- The March 11 shipment of non-secure materials should be opened immediately upon arrival. Please take time to inventory and become familiar with the contents.
  - **Exciting NEWS:** Included in your non-secure materials shipment will be a *Preparing for the ACT* test prep booklet for each junior in your high school. Please distribute these so juniors can learn more about the test and use the test preparation tools in the booklet including a full practice test.

Letter of Encouragement

After the March shipment, ACT will send a letters of encouragement for each student regarding test day. The letter encourages students to do their best and informs them that the ACT is welcomed by Montana's postsecondary institutions. It will include the codes for Montana colleges and universities so that students will have the codes when they complete the pretest "bubbling" of the answer booklet grid. Please distribute these to all juniors

E-Grant System

Electronic grant applications for each high school will be in the Office of Public Instruction's E-grant system early in March. As with all E-grant applications, the district Authorized Representative and District Clerk will complete and submit the application. We have also arranged for all high school Test Supervisors to have read-only access to the grant application. The OPI Assessment staff will send an email to all high schools when the ACT Plus Writing E-grant application is operational and districts may begin the submission process.

MontCAS Presents plans to offer online professional development courses beginning in mid-April and again in mid-June. The tentative offerings are:

Spring Courses (Mid-April)
Teaching the ACT Plus Writing
Formative Assessment (FAME) I & II
MCCS: Standards for Mathematical Practices
Teaching the Writing Strand of MCCS
Standards Based IEPs (this class may be offered earlier than mid-April)

Summer Courses (Mid-June)
Teaching the ACT Plus Writing
Formative Assessment (FAME) I & II
MCCS: Standards for Mathematical Practices
Teaching the Writing Strand of MCCS
Standards Based IEPS
Teaching Limited English Proficient Students

Please visit our website periodically for updated and current information about courses and registration.
http://opi.mt.gov/Curriculum/MontCAS/MontCAS_Presents/index.html

2013 Assessment/Data Conference: Seeing the Leaves and the Tree

Thank you for making this year's assessment/data conference a successful and dynamic collaborative event!

A special thank you to conference sponsors
Measured Progress, Infinite Campus, and Aspect Software
and to
Speakers, presenters, participants, and OPI staff

PDF copies and handouts from the conference sessions are now posted on the assessment conference page.
http://opi.mt.gov/curriculum/MontCAS/#gpm1_4

The CRT and the CRT-Alternate—Measured Progress, Inc.
- Dan Verdick, Montana CRT Program Manager
  - o dverdick@measuredprogress.org or 800-431-8901x2220
- Tim Greenlaw, Montana CRT-Alternate Program Manager
  - o greenlaw.timothy@measuredprogress.org or 800-431-8901x2309
- Nancy Hebb, Montana CRT Program Assistant
  - o hebb.nancyl@measuredprogress.org or 888-792-2741

ACCESS and the W-APT, English Language Proficiency Assessments WIDA Consortium
- Questions about online trainings and the WiDA website
  - o help@wida.us or 1-866-276-7735
- Questions about data or testing materials
  - o mtinfo@metritech.com or 800-747-4868

ACT Plus Writing
- Testing questions: 800-553-6244x2800
- Accommodations questions: 800-553-6244x1788

> AIR and DRC are contractors working with SBAC to manage pilot recruitment and test administration. Emails may be sent to schools from AIR and/or DRC.

Smarter Balanced Assessment Consortium (SBAC) Pilot
- Technical issues and/or question about the pilot test
  - o **AIR help desk toll-free phone number**: 1-866-815-7246
  - o **AIR help desk email:** SmarterBalancedHelpDesk@air.org
- Questions about assigned testing information or participation
  - o **DRC recruitment desk toll-free phone number**: 800-847-3193
  - o **DRC recruitment desk email**: smarterbalancedrecruitment@datarecognitioncorp.com

Quote of the Month

"Getting lost teaches you how to read a map."
   ---Cynthia Copeland Lewis, Really important stuff my kids have taught me, 1994